

**DELAWARE DEPARTMENT OF JUSTICE
JOB OPENING**

Opening Date: January 29, 2020

Closing Date: January 31, 2020

ADMINISTRATIVE SPECIALIST I (Pay Grade 7)

TWO POSITIONS

Criminal Division, Misdemeanor Trial Unit, Kent County

Job Responsibilities and Duties:

We are seeking to fill two (2) Administrative Specialist I, Pay Grade 7, positions for the support to Deputy Attorneys General preparing for trial in the Criminal Division, Misdemeanor Trial Unit, in Kent County. Preparation for cases includes making timely requests and gathering necessary documents from police agencies and computer databases (police reports, criminal history, etc.) and preparing discovery. The Administrative Specialist supports the Deputy Attorneys General by responding directly to requests for pertinent information, contacting the court and court staff (Family Court, Court of Common Pleas and Justice of the Peace courts) as well as screening incoming requests for information or immediate assistance and continuance requests. Also requires preparation of Informations for traffic court, non-traffic misdemeanor offenses as well as downgrades from Superior Court, and also includes the preparation and indictments for Deputy Attorneys General in CCP. Responsibilities include mail distribution, responding to a high volume of telephone calls from victims/defendants and walk-ins and also participation in the rotation coverage of the main Receptionist desk. Will also be part of rotation schedule for main Criminal Division receptionist when needed.

Minimum Qualifications:

Must be able to work efficiently and independently in a fast-paced work environment. We are looking for applicants who are self-starters, detail-oriented, well-organized and proficient in Microsoft Word and Excel. Must possess excellent spelling, grammar and proofreading skills. Must be able to answer telephones and take accurate messages.

Internal Delaware Department of Justice Applicants: Please submit an updated Resume or summary of work experience to the Director of Human Resources.

External Applicants: In order to be considered for this position, external applicants must submit Resume and the Delaware Department of Justice Application (please see link):

<http://attorneygeneral.delaware.gov/executive/hr/job-application/>

OR external applicants can mail Resume and the Delaware Department of Justice Application to: Delaware Department of Justice, Human Resources, 820 N. French Street, 6th Floor, Wilmington, DE 19801, OR E-mail to: DOJHR@delaware.gov OR Fax to: 302-577-5866. EOE.